

## DISTRIBUTION:

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A - MANAGEMENT

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C - ALL EMPLOYEES

# MANAGEMENT BULLETIN

SUBJECT	ADMINISTRATIVE MANUAL REFERENCE	APPROVED BY
Workplace Violence Prevention Policy		DIRECTOR, ASD

## PURPOSE

It is the policy of the Department of Justice (DOJ) that every employee is entitled to work in a safe environment. To this end violence, or the threat of violence, in the workplace will not be tolerated in any form. It is unacceptable to use violence or threats of violence in an attempt to intimidate, prevent work from being completed, or in any way interfere with providing a safe workplace.

Employees are expected to conduct themselves in accordance with the personnel rules and regulations of DOJ. Employees may consult their supervisors for reference copies of administrative memos and bulletins pertaining to employee policies. DOJ recognizes that individuals may, from time to time, experience difficulties related to their work or their relationships with co-workers, supervisors, managers, or members of the public. We offer an Employee Assistance Program (EAP) for all employees to receive support in handling any personal or work-related difficulties that may arise. When such difficulties are known, supervisors should inform the affected employee(s) of the services provided by EAP.

## DEFINITIONS

- A. Workplace Violence: Violence in which an individual inflicts, or threatens to inflict, on others at the place of work:
1. Damage to property
  2. Serious harm
  3. Injury
  4. Death
- B. Violence: An intense and extreme behavior used to frighten, intimidate, injure, damage, or destroy another person or property. It is usually an expression of anger, and can include, but is not limited to, one or more of the following:
1. Gestures
  2. Physical force
  3. Retaliation
  4. Self-prediction of loss of control
  5. Stalking
  6. Overt threats
  7. Violation of another's rights or sensibilities

- C. Threat: A direct or implied expression of intent to inflict physical harm and/or actions that a reasonable person would perceive as a threat to physical safety or property. Because intent may not always be discerned by co-workers, jokes about physical acts of violence will not be tolerated. The following are some examples of behaviors that may be considered threats:
1. Verbal or written threats which include descriptions of what the violent person plans to do.
  2. Threatening conduct, such as intimidating others, showing off or actually brandishing a weapon.
  3. Bizarre statements or actions threatening physical harm, often stemming from perceived work injustice.
  4. Obsessions, such as apparently nursing a grudge against a co-worker or supervisor or because of frustrated romantic interests.

All individuals have the right to self expression. However, DOJ has a “zero-tolerance” policy toward all expressions of violence or potential violence. You are directed to read Administrative Bulletin 98-16 for information on how this policy is to be implemented and the responsibilities of all employees.